



Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

EMPLOYEE WORK PROFILE

WORK DESCRIPTION/PERFORMANCE PLAN

PART I – Position Identification Information

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| 1. Position Number: 00024 | 2. Agency Name & Code; Division/Department: Compensation Board #00157 |
| 3. Location Code and Work Location Code: #760-Richmond | 4. Occupational Family & Career Group: Educational & Media Services Training & Instruction |
| 5. Role Title & Code: Trainer & Instructor II #29112 | 6. Pay Band: 4 |
| 7. Work Title: Training & Development Coordinator | 8. SOC Title & Code: Training & Development Coordinator Senior 33021 |
| 9. Level Indicator: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Mgr. Employees Supervised: Does employee supervise 2 or more FTE employees? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | 10. FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Exemption/Partial Exemption Test (if applicable) |
| 11. Supervisor's Position Number: 00026 | 12. Supervisor's Role Title & Code: General Administration Manager II 19224 |
| 13. EEO Code: B | 14. Date: August 3, 2005 |

PART II – Work Description & Performance Plan

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| 15. Organizational Objective: The mission of the Compensation Board is to determine a reasonable budget for the participation of the Commonwealth toward the total cost of office operations for Constitutional Officers, and to assist those Officers and their staff through automation, training and other means, to improve efficiencies and to enhance the level of services provided to the citizens of Virginia. |
| 16. Purpose of Position: Manages & coordinates all aspects of the Compensation Board's Training & Development Program for Constitutional Officers and their staff. Responsible for coordination of training events, both on- and off-site, including scheduling of training sessions, procurement of training facilities, preparation of training materials, and coordination of internal and external facilitators. Evaluates and reports on program results. Maintains training records. Promotes and markets training. |
| 17. KSA's and or Competencies required to successfully perform the work (attach Competency Model, if applicable): Demonstrated ability to manage complex projects; to develop and maintain detailed records; to deliver excellent customer service; to analyze data and prepare analytical reports; to communicate effectively, both orally and in writing. Knowledge of PC-based analytical tools such as Excel and Access preferred, as well as knowledge of word processing and presentation programs such as Word and PowerPoint. |
| 18. Education, Experience, Licensure, Certification required for entry into position: Graduation from a college or university with major studies in business, public administration or adult education, or an equivalent combination of training and experience. Progressively responsible experience in the coordination of training and customer relations. Experience in meeting planning helpful. |

| 19. Core Responsibilities | 20. Measures for Core Responsibilities |
|--|---|
| A. Performance Management (for employees who supervise others) | <ul style="list-style-type: none"> N/A. |
| <p>B. Manages, designs, develops, administers, and implements agency training programs.</p> <ul style="list-style-type: none"> Meets with agency executives and managers and Constitutional Officer Assoc. to assess, develop and review training programs Procures, negotiates, evaluates and monitors contracts with public and private vendors to provide training and instruction for CB training programs, e.g., New Officer Training, Lawful Employment, Jail liability Training, Deputy Training, etc. Arrange with appropriate agencies to obtain approval for in-service credit hours for training programs, e.g. Virginia Bar Assoc., Weldon Cooper Center for Public Service, Dept. of Criminal Justice Services Evaluates each program's effectiveness and provide reports following each training program to include agenda, attendance, and summation of program evaluations as well as recommendations for change. Administers the training and development budget to meet agency guidelines. Completes all coordination of training programs Publicizes training programs. Maintains training records for attendance and participation. Maintains current knowledge of training techniques, e.g., information technology. | <p>Develops needs assessment surveys and program evaluations, facilitates focus groups, and conducts interviews to determine training needs for Constitutional Officers and their staff.</p> <p>Must be knowledgeable and up-to-date with state procurement regulations. Review RFP's and monitor contract compliance.</p> <p>Provide agencies that approve programs with in-service credit hours with appropriate applications and program information.</p> <p>Complete statistical evaluations of each training program and provide training program evaluation reports to the Compensation Board.</p> <p>Submit budget estimates for each training program and annual budget estimates and monitor training expenditures.</p> <p>Schedule dates and locations for training programs and secures training sites. Contacts speakers; ensures program materials are provided; obtain audio-visual equipment, etc.</p> <p>Develops announcements and brochures and provides information for newsletters and web site postings.</p> <p>Develop Access database to monitor all program attendance.</p> |
| <ul style="list-style-type: none"> Assists/conducts training on the use of agency automated systems (COIN/LIDS), features, changes and enhancements for groups of constitutional officers and their staff. | <p>Complete tasks within timeline established by Customer Services Manager.</p> |
| <p>C. CB Staff Training</p> <ul style="list-style-type: none"> Performs such duties as assigned regarding training for CB staff. | <p>Complete tasks within timeline established by Customer Services Manager .</p> |

| | |
|---|--|
| <p>D. Identify existing training programs for Constitutional Officers through interagency consultation, e.g., Dept. of Criminal Justice Services, Weldon Cooper Center – Center for Public Services, Constitutional Officers.</p> | |
| <p>E. Maintain effective working relationships with Constitutional Officers, the public, and co-workers.</p> <ul style="list-style-type: none"> ▪ Respond to all information requests regarding training programs ▪ Create and publish a calendar of all training programs ▪ Consult with Constitutional Officers and Compensation Board staff regarding problem solving for training development and implementation. | |
| <p>F. Maintain effective working relationship with all co-workers, COs, and the public. Treat all co-workers COs, and the public with dignity and respect. Show initiative in solving problems and suggesting improvements in work procedures or activities. Offer assistance to co-workers during peak work periods. Respond to requests for information from COs and employees in a timely professional manner. Return phone calls the day they are received. Demonstrate knowledge of all CB policies as they pertain to program areas. Maintain professional decorum when dealing with disgruntled callers.</p> | |
| <p>G. Work with executive management team to identify staff training needs and appropriate training programs available and keep records of training attended by staff members.</p> | |
| <p>H. Attend professional meetings, in-services and training programs. Perform other duties as assigned.</p> | |

Optional

| 23. Agency/Departmental Objectives | 24. Measures for Agency/Departmental Objectives |
|------------------------------------|---|
| I. | |
| J. | |
| K. | |
| L. | |

COMPENSATION BOARD**ROLE CODE # 29112****PART III – Employee Development Plan CONFIDENTIAL Attach separately to each employee's EWP****25. Personal Learning Goals****26. Learning Steps/Resource Needs****Part IV - Review of Work Description/Performance Plan**

27. Employee's Comments:

Signature:

Date:

Print Name:

28. Supervisor's Comments:

Signature:

Date:

Print Name:

29. Reviewer's Comments:

Signature:

Date:

Print Name:

EMPLOYEE WORK PROFILE – AGENCY OPTIONAL SECTIONS

I (employee's name) _____, have received a copy of the administrative policy handbook from the Compensation Board. I understand that it is my responsibility to read and adhere to the policies of this handbook. I also understand that it is my responsibility to discuss any issues or questions I may have regarding these policies with my manager. I further understand that failure to comply with these policies may result in disciplinary action or termination of my employment.

Signature

Date

Annual Requirements:

Physical/Cognitive Requirements (Indicate by each E = Essential, M = marginal, or N/A)



EMPLOYEE WORK PROFILE

PERFORMANCE EVALUATION

*Parts V, VI,
VII, VIII, and
IX are written*

The following pages are printed separate from the remainder of the EWP because they contain confidential employee information.

PART V – Position Identification Information

| | |
|-------------------------------|---|
| 30. Position Number: 00024 | 31. Agency Name & Code; Division/Department: Compensation Board #00157 |
| 32. Employee Name: | 33. Employee ID Number |

PART VI – Performance Evaluation

| 34. Core Responsibilities - Rating Earned | 35. Core Responsibilities - Comments on Results Achieved |
|---|--|
| A. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor | |
| B. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor | |
| C. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor | |
| D. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor | |
| E. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor | |
| F. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor | |
| 36. Special Assignments - Rating Earned | 37. Special Assignments - Comments on Results Achieved |
| G. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor | |
| H. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor | |

| 38. Agency/Department Objectives - Rating Earned | 39. Agency/Department Objectives - Comments on Results Achieved |
|--|---|
| I. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor | |
| J. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor | |
| K. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor | |
| L. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor | |
| 40. Other significant results for the performance cycle: | |

Part VII - Employee Development Results

41. Year-end Learning Accomplishments:

Part VIII - Overall Results Assessment and Rating Earned

An employee must receive at least one Performance Management Need Improvement/Substandard Performance form during the performance cycle in order to be eligible for an overall "Below Contributor" rating during the same performance cycle.

An employee who earns an overall rating of "Below Contributor" must be reviewed again within three months.

An employee must receive at least one Acknowledgment of Extraordinary Contribution form during the performance cycle in order to be eligible for an overall "Extraordinary Contributor" rating during the same performance cycle. However, the receipt of an Acknowledgment of Extraordinary Contribution form does not guarantee an overall performance rating of "Extraordinary Contributor" for that performance cycle.

42. Overall Rating Earned

- ☐ Extraordinary Contributor
- ☐ Contributor
- ☐ Below Contributor

Part IX - Review of Performance Evaluation

| | | |
|----------------------------|--------------------------------------|-------|
| 43. Supervisor's Comments: | Signature: Print Name: SS# | Date: |
| 44. Reviewer's Comments: | Signature: Print Name: SS# | Date: |
| 45. Employee's Comments: | Signature: Print Name: SS# | Date: |



ATTACHMENT C

Interim Evaluation Form

Employee Name: _____

Supervisor Name: _____

Meeting Date: _____

| |
|--|
| Performance Areas Fully Meeting Job Criteria or Job Responsibilities |
| |
| Performance Areas Identified for Improvement/Substandard |
| |
| Additional Discussion Items (e.g., project updates, progress on priorities, training and professional development, employee's concerns) |
| |
| Next Steps in Employee Development (for both the supervisor and employee) |
| |

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

| Probationary Progress Review | | | |
|---|-------------------|--------------------|--------------------|
| Projected Probationary End Date: | | | |
| Review Interval: <input type="checkbox"/> 3-month <input type="checkbox"/> 6-month <input type="checkbox"/> Probationary Period End <input type="checkbox"/> Other: | | | |
| Employee Name (Last, First, Middle) | | | Employee ID Number |
| Position Number | Role Title | | Working Title |
| Agency | | Sub-Division | |
| Employment Date | Supervisor's Name | Supervisor's Title | |
| Comments on Overall Progress (Attachments may be added if necessary. Indicate # of attachments here: ____) <div style="height: 100px; border: 1px solid black;"></div> | | | |
| Overall Results of Review <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor </div> <div style="width: 70%;"> Performance shows consistent achievement toward meeting established performance expectations. Performance shows deficiencies which interfere with the attainment of performance expectations. </div> </div> | | | |

| Employee Development Plan | |
|----------------------------------|-------------------------------|
| Personal Learning Goals | Learning Steps/Resource Needs |
| | |

| Comments On Review | |
|---------------------------|-------|
| Supervisor's Signature: | Date: |
| Employee's Signature: | Date: |